

# **Wastewater Management Commission (WWMC)**

## **Meeting Minutes October 7, 2013**

(Approved by WWMC on October 21, 2013)

**Meeting time:** 5:08 PM

**Location:** Tiverton Community Center

**WWMC members present:** Noel Berg (NB), John Christo (JC), Margaret Murphy (MM), Chris Nearpass (CN), Colleen Stanton (CS), & Leroy Kendricks (LK)

**Absent members:** Peter Andromalos (PA), Jeff Stearns (JS), Michelle Tepfenhart (MT)

**WWMS:** John Lincourt (JL), Jeanne Spencer (J)

- 1) **Meeting Minutes:** The minutes of the 23 September 2013 meeting as recorded by the WWMC clerk J was approved as motioned by CN and 2<sup>nd</sup> by NB after minor correction. The motioned carried by NB, JC, MM, CN, CS and LK.
- 2) **Facilities Plan Update (FPU):**
  - JL made corrections to Steve Levy's proposal, using "Shall" in place of the word "Will" where applicable and updating the requirements and fees on Page 2, Task 2. JL is to send the Draft Proposal, dated 10/8/13 tomorrow morning to Steve Levy (SL) for his final approval. NB recommended sending the Draft Proposal dated 10/8/13 to the Town Council (TC) subject to Steve Levy's approval of changes as written. LK requested JL let SL know of the effort to get him under contract after the October 15<sup>th</sup> TC meeting in which LK will attend.
- 3) **Sewer Ordinance Update:**
  - JL followed up with the Town Administrator (TA) on the Sewer Ordinance Updates. Stating the TA wants the sections previously removed added back into the Sewer Ordinance without the dates. JL stated a sentence was also added per the TA the sentence "Per attached sections of town..." naming the sections of town to help facilitate construction.
- 4) **Financial:**
  - MM stated the 2012-2013 financial statement is in the dropbox in the Financials folder.
  - Review of the Budget vs. Actuals WWC 2012-2013 Budget dated 10/7/13, more profit than anticipated or budgeted.
  - A few problems balancing Quickbooks against the General Ledger J to look into discrepancies and JL to set up a meeting with the Town Treasurer.
- 5) **General Administration:**
  - JL stated he received notice the Annual Report to the TC is due for January. The 2012-2013 fiscal year JL to confirm with the TA.

- JL stated that part of the review process for the Facilities Plan is the Intergovernmental Review Letter in which AECOM produced and sent out. JL stated Art Zeeman Engineering is currently reviewing. A summary statement was submitted with the letter along with a link to the website. JL stated it is a required document and will be submitted to the RI Department of Transportation (RIDOT) and RI Coastal Resources Management Council (CRMC) they in turn will review and send their comments to the RI Department of Environmental Management (RIDEM). The letter is located in the dropbox for review.
- 6) A motion to adjourn was unanimously approved as motioned by CN and 2<sup>nd</sup> by MM @ 6:45 pm. The next regular WWMC meeting date October 21, 2013, 5:00 PM at Tiverton Community Center.

**Action Items:**

- LK to request, from ASRWWA Director, two or three examples of Charter from other districts.
- WWMC to look into additional resources for support and services.
- J to look into Bookkeeper Certification and QuickBooks training courses and find out costs associated.
- JL to set up a meeting with the Town Treasurer, MM, J, and LK.
- LK to attend the TC Meeting to be held 10/15/13.

Submitted by:

Jeanne Spencer, WWMC Clerk